

## Obtaining CRE:

### Sample exploratory email, inquiring about a potential internship

To: mpeterson@marbleheadmuseum.org  
From: jkirkland@hamilton.edu.  
Subject: Internship at Marblehead Museum  
Cc:  
Bc:  
Attached: M:\J\_Kirkland\_resume.doc

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Dear Ms. Peterson:

I am a college student whose home town is Manchester-by-the-Sea, approximately 15 minutes from the Marblehead Museum & Historical Society. At Hamilton College I am studying art history and am very interested in exploring the possibility of a volunteer internship at your museum this summer.

My interest in art museums began in high school with frequent trips to the Boston MFA and has been confirmed through the recent Art History courses I have taken. This summer I would like to learn more about how an art museum functions, as well as contribute the research, writing and organizational skills I have developed through my academics and volunteer work at Hamilton's Emerson Art Gallery. To provide you with further information about my academic and extra-curricular activities at Hamilton, I have attached a copy of my resume.

I plan to return home to the North Shore for spring break, March 12 - 23, and am very interested in speaking with you about a possible summer opportunity. In the hope of arranging a convenient time to meet with you, I will call you within the next two weeks. In the meantime, I can be reached at 315.859.0000 or by email [jkirkland@hamilton.edu](mailto:jkirkland@hamilton.edu). I look forward to talking with you.

Sincerely,

Julie Kirkland

## Obtaining CRE:

### Sample email to an alumna/us requesting internship-related information

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Dear Mr. Windsor,

As a sophomore student at Hamilton I am planning to concentrate in World Politics. Last semester I took *Politics of Africa* with Professor Orvis and, as part of his course; I researched and wrote several papers on "Food Dumping." As a result of this course and independent readings, I have developed a strong interest in international aid issues. Through a visit to the Career Center, I learned of your work at Chemonics International and that you also majored in World Politics while at Hamilton.

Currently, I am exploring options for interning this summer at an international development organization. As I did not see a listing on the company web site, I am wondering whether Chemonics might offer such an opportunity. If so, would you be available to speak with me over the phone about how I might best position myself? Or perhaps you can direct me to a colleague at Chemonics to learn more about the internship and application process.

So that you can have a better sense of my academic and extra-curricular background at Hamilton, I have attached a copy of my resume. Thank you in advance for any advice you are able to provide.

Best regards from "The Hill",  
April Buttrick

## Obtaining CRE: Sample internship application letter

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Hamilton College, Box 123  
198 College Hill Road  
Clinton, NY 13323

February 2, 2011

Mr. David Hudson  
Director-Environmental Services  
Zephyr Environmental Industries  
342 Industry Way  
Baltimore, MD 24590

Dear Mr. Hudson:

As a junior chemistry major at Hamilton College, I have become particularly interested in atmospheric chemistry as it pertains to the environmental field. I was especially intrigued by a presentation made by Ms. Sally Gold, an engineer from Zephyr who spoke to my class last semester about some of the advances your company has made recently in reducing industrial pollutants. As a result, I would like to work at Zephyr Environmental Industries this summer.

As you will note from my enclosed resume, I have a number of qualifications for a possible internship:

- three courses in chemistry with a cumulative GPA of 3.36;
- summer research experience analyzing air quality;
- an excellent work ethic with a strong desire to protect our environment;
- involvement in campus clubs and organizations, including Hamilton; Environmental Action Committee and Biology Matters.

I will call you next week to confirm that you have received these materials and to talk further about an internship or other summer opportunities with Zephyr Environmental Industries. Once again, I am very enthusiastic about these possibilities and look forward to meeting with you.

Sincerely,

Sharon Mayer

Enclosure: resume

## **Obtaining CRE:** Sample internship application letter

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### **Michelle R. Smith**

316 Randolph Road • Portland, OR 97207  
198 College Hill Road • Clinton, NY 13323  
Student@Hamilton.edu • 503-444-1234

February 11, 2012

Dear Ms. Anderson

I am excited to submit my resume and cover letter for consideration as an intern in the Patient Services Department at the American Cancer Society. My unique mix of skills, experience, education and passion make me highly qualified for this position.

My planning skills will be an asset to your organization. As a Hamilton College Resident Assistant, I am responsible for providing educational programs, one-on-one peer counseling and service referrals for my residents. I have learned how to plan interesting and relevant educational programs, increase attendance at events and connect my residents to the resources that will best help them. I will use these skills to help plan ACS fundraisers and events and to refer patients to ACS programs or other organizations that can assist them with their current needs.

My analytical skills and the knowledge I have gained through my coursework in policy research and data analysis will also benefit ACS. My ability to use my knowledge in practical applications has helped me be successful in a variety of roles. I was made the youngest and first female stage manager at my high school because I was quickly able to demonstrate my ability to solve problems with limited resources. The public policy program at Hamilton College has taught me to apply thorough research and methodical analysis to develop efficient and responsible solutions to policy issues. I have learned how to pick out the important data, brainstorm solutions, analyze options and design and implement the best course of action to address the issue. I would use these skills to solve patients' unique problems and identify the critical paths to pass important legislation.

The work of ACS requires a passion for helping people. Not only do I have that passion, but I have the interpersonal competence to make a difference for ACS's patients. The skills I have honed as an EMT for both the Portland Volunteer Fire Department and as a security officer for the condominium community of Calvary Fellowship Homes go beyond the ability to quickly assess a situation and provide the appropriate medical care. Often the more important facet of the care I provide is attending to the emotional needs of the patient and protecting their dignity at a challenging and fearful time. During the day I spent at ACS, the dignity of the patients and the attention to their emotional state was of paramount importance in each of the interactions I witnessed. These types of interactions are the most rewarding part of my work as an EMT.

My passion for helping others distinguishes me from other candidates. Raising money for breast cancer research, working as an EMT and my current coursework have fueled my passion for patient advocacy. As an organized, eager, and hard working student, I relish the opportunity to contribute to ACS's mission of improving the quality of life of patients and their families. I look forward to speaking with you about my unique qualifications for this position.

Sincerely,  
Michelle R. Smith